

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 20 April 1960

25X1A9a

FROM : [REDACTED]

SUBJECT: Weekly Activities Report

The following is a list of completed works projects from VAS/ISB, April 6 - 20 April:

## S & T Course

1. Projection slides, 35 mm. total 4, in color, "Oceanography."

## ISB

1. Documents, total 35 toned with colored ink for use as "film props."

## Intell School

1. Exhibit, Office of Commo, progressed to 80% completion.
2. Chart, large size, illustrated map of Africa revised to show stages of development toward independence.

## Clerical Training

1. Device, wood slotted 3 x 22 inches for classroom display of speakers names - total 7.

## SIC

1. Photographic print, page size, of chart "International Labor Orgs."

## DTR

1. Chart, large size for budget briefing - total 4.

25X1A9a

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 8 April 1960

FROM : Chief, Visual Aids Section

SUBJECT: Weekly Report

The following is a list of completed work projects from the Visual Aids Shop during period 23 March - 6 April:

### Operations Support Course

1. Flip chart, series of 12 pages regular size "Message Writing"
2. Device, Blackboard, large size. "Classified Message Form".
3. Chart, large size "Project Approval Procedures".

### S & T Course

1. Approximately 30 photos, charts, etc., prepared with captions for reproduction to 35mm slides.
2. Charts, total 3, small size, prepared in color for reproduction to slides. "Various aspects of Oceanography."

### ISB

1. Back drop, handpainted, for latest ISB film production.

### Registrar

1. Article headings, total 4, OTR "Bulletin".

### Intelligence School

1. Exhibit, Office of Commo, progressed to 70% completion.

### Ops School

25X1A14b

1. [REDACTED]

### DTR

Charts, small size for photography, total 7, "Staffs & Schools of OTR."

25X1A9a